

**HIGH VALUE EXPORTS- REQUEST FOR INFORMATION**

Please complete this form and email to Lirong Liu- [l65liu@uwaterloo.ca](mailto:l65liu@uwaterloo.ca)

Your shipment is valued over \$2,000.00 Canadian, which is high value. High value shipments carry greater risk, especially when shipping to foreign countries.

**PLEASE NOTE** – that your shipment may get held by Customs in the receiving country, due to its high value.

**It is requested that researchers obtain customs broker details from the consignee.** Failure to provide this information may result in your shipment being held for an extended amount of time, additional fees and/or returned packages. **Please contact the consignee as soon as possible, and request their broker information,** and provide it below:

2Ship Request Number: \_\_\_\_\_

Package type/size/weight \_\_\_\_\_

Country of Origin \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name & Email Address: \_\_\_\_\_

Company's Broker: \_\_\_\_\_

Broker Contact & Email Address: \_\_\_\_\_

**Your signature** confirms that you are acknowledging and approving of any potential delays, additional fees and/or the return of your package if the above information is not provided:

\_\_\_\_\_  
<signature>

\_\_\_\_\_  
<please print name>

Thank you for your cooperation. Should you have any questions, please contact Lirong Liu, Customs Coordinator, Procurement & Contract Services – [l65liu@uwaterloo.ca](mailto:l65liu@uwaterloo.ca)

